

WANDI PROGRESS ASSOCIATION (Inc)

MINUTES OF THE MEETING HELD ON WEDNESDAY 21ST NOVEMBER 2018 AT 7.00PM AT THE WANDI COMMUNITY CENTRE, 302 DE HAER ROAD, WANDI

This meeting was held in The Resource Centre meeting room

1. ATTENDANCE

Wayne Tentori (President) , Les Whiddett (Vice President), Debbie Cocks, Rod Cocks, Chris Barnes , Janet Carr, Ken Workman (Secretary) and Mark Wells

Guests: Nil

2. **APOLOGIES:** Debbie Tentori , Amanda Marshall (Treasurer)

3. **CONTRIBUTIONS OF RESIDENTS/GUESTS:** Nil

4. **CONFIRMATION OF MINUTES:**

Les Whiddett **MOVED** that the minutes of the meeting held on 19th September 2018 be accepted . **Seconded by Janet Carr PASSED.**

5. **BUSINESS ARISING :** Nil

6. **CORRESPONDENCE IN/OUT** - As per schedule distributed and emailed

Correspondence In:

- 16/10/18 Steve Thomson Email submitted to tender for auditing of WPA Inc financials.
- 23/10/18 COK email re series of workshops Tuesday 30/10/18 "Welcoming new members and sparking connections" ,Clean schools webinar 29/10/18,Targetted participation program funding/community health promotions/harmony week funding 2019/Fostering migrant grants/Start your own choir.
- 30/10/18 COK (Fiona Bettsworth) email Kwinana community leaders forum 26/11/18 5.30pm to 7.30pm
- 01/11/18 Carol Birchell (W4 President) Women working with wood re allocated space no longer required after 08/12/18
- 01/11/18 COK (Angela Jakob) Environment report update for November and series of workshops available ,Spring Quenda count & information on Banksia road sand mine
- 01/11/18 COK (Gerson Bermudez) Main road response re speed zones for Lyon Road, Wandi
- 08/11/18 Allan Williams (Acting Convenor) Woodturners Association of Western Australia Inc : Wandi group concerning changes following resignation of convenor & treasurer .Notice of a special general meeting to elect a replacement convenor on 15/11/18.
- 12/11/18 Letter from 101 Design Build-pro re quote for painting works at community centre hall
- 21/11/18 Email from Ellie Wright re Storage shed, additional alarm sensor and new internal security door

Correspondence Out :

- 1.20/11/18 Letter to Mayor Carol Adams City of Kwinana thanking her for her attendance at our AGM on 17/10/18 and for providing a presentation to residents/guests attending on local COK issues.
- 2.20/11/18 Letter to Mandogalup volunteer fire brigade representatives thanking them for attending our AGM on 17/10/18 and for providing a presentation to the residents/guests attending on "Preparing for upcoming fire season"

7. REPORTS

7.1 President: Wayne Tentori opened by welcoming the new committee and thanking those committee members who assisted with the holding of last month's AGM which went very well . Numbers of residents attending was in line with previous AGMs and it was great to have the Mayor of COK (Carol Adams) to be there and make a

presentation. Thanks also to members of the Mandogalup Volunteer fire brigade who attended and made a fire ready presentation to our residents. The night also saw the appointment of our latest life member (Les Whiddett) for his contributions made over many years.

President Wayne also welcomed our new committee member Mark Wells for stepping up and joining the new committee and looking forward to working with him.

7.2 Treasurer :

In absence of our Treasurer her report will be provided at our next committee meeting in December.

Payments presented for approval:

Mike Rysdyck	\$100.00 (Painting 4hrs @ \$25 on 27/8 & 19/11)
Lawrie Carr	\$ 50.00 (Painting 2hrs @ \$25 on 19/11 at Community hall)
Janet Carr	\$ 11.65 AGM refreshments reimbursement)

Les Whiddett MOVED that the payments be made. SECONDED by Chris Barnes - PASSED

Action :

1. KW to forward invoices submitted for payment to Treasurer for payment with originals held
- 2 AM following your Treasurer's report at our AGM . Could you provide President Wayne with the financial information required to complete our reporting statement as part of the new incorporation requirements for our association.

7.3 Facilities

Debbie Cocks provided an update on bookings for the last month and received \$3598.00 which is to be banked including a cheque for \$2K from WAWA (annual rent payment/fees).

Booking of facilities remains strong for the upcoming Christmas and New year period including 2 caravan groups ,Christmas wind up/New year bookings and Home schooling events

Rod Cocks advised the following:

1.Recent reported break-in damage to facilities to the woodturners association areas. COK have confirmed they will arrange for property damage to be repaired

2.Smithy's boxing (As per correspondence in received) are seeking for the following:

- A) A security motion detector to be installed. Our centre's system was installed by Planet security and they have provided the gym with a quote of \$300 plus GST to install one sensor which Smithy's Gym have offered to pay for this item.
- B) An internal Crim-Safe security door to be installed under the verandah to provide some additional access security. They do not have a quote for the cost of door/installation but will also pay for this item and seeking permission to proceed.
- C) Seeking access to additional storage area (Refer our previous letter of response 15/06/18) for their clients' bags and personal belongings while they train.

Discussion held and it was considered that the security sensor sought should be paid for by the WPA Inc as it forms part of the overall security system of the community centre. We need to control any installation/modification as it needs to be linked into current system for both current and future users. It was felt discussions to be held with Planet security but that the sensor needs to be a heat sensor to assist in monitoring any movements whilst reduce false alarms .

Letter also sought permission to install an internal security door under the verandah to be paid for by Smithy's Gym .General discussion held and agreed that as it was an internal door only that a Crim-Safe door can be installed to assist with further upgrading security of their equipment within their designated area.

Final issue raised regarding additional storage area refers to area where the WPA Inc holds in storage items that were used historically including items from prior community centre fairs (Bunting/Pickets/Signage light fittings and other items).Concern remains around other groups regularly seek for additional storage and also new groups will

require storage. Discussion recognised that the storage areas where we keep items is not often used or accessed and if Smithy's Boxing can re design area or put our equipment at rear of storage and place some partitioning then the space created may then be used for their clients' bags and personal belongings while they train. Once training finished or gym not being used will see that this storage area will be cleared and access then becomes available.

It was also discussed that this is a temporary arrangement and access would be conditional that the WPA Inc may take the area back at any time to accommodate requests such as if the area is required for other existing or new users or any other purpose required by the WPA Inc. This way it will give Smithy's Gym access for temporary storage but not commit the area to that group who already have storage areas allocated. It was felt that Smithy's Gym may need to consider installing a locker system in the future.

Motion :

1. Rod Cocks MOVED that we install a security alarm sensor into Smithy's Gym area and that up to \$330 (Incl GST) is paid for by the WPA Incorporated and sensor to be integrated into the overall community centre security system. SECONDED by Chris Barnes - PASSED

2. Rod Cocks MOVED that Smithy's Gym may proceed to source and install a suitable Crim-Safe internal security door at their cost for area under their allocated verandah area . SECONDED by Les Whiddett - PASSED

3. Les Whiddett MOVED that Smithy's Gym may be allocated temporary access to part of the storage area currently used by the WPA Incorporated for the purpose of storing their clients' bags and personal belongings while they train and then cleared at the end of each session the area is to be cleared . SECONDED by Janet Carr - PASSED

Action: KW to respond to email dated 21/11/18 from Smithy's Gym outlining what was agreed in the above motions

3. Community centre security System

Les Whiddett raised for discussion the impact on committee members (Primarily Rod & Debbie Cocks) when alarms are activated such as the recent break-in. One area raised was the installation of an effective security camera coverage and opportunity to look at an upgrade of the overall centre's alarm system plan including considering a central monitoring system.

General discussion was held and committee supported that we should obtain quotes from our existing security provider (Planet security) around the following:

- A) Security cameras installation cost around various types/number/cost /location following recent break-ins
- B) Obtain quotes for the standalone security systems for Resource centre and Smithy's Gym area and obtain an upgraded plan to incorporate monitoring including all cars arriving/leaving centre.
- C) Obtain a quote for an external monitored system to reduce call outs requiring Rod & Debbie Cocks to action late night alarm activations and minimise potential risks associated.
- D) Approach the COK as to what assistance/resources may now be available to secure and protect expanded centre buildings/equipment/property assets at the Wandi community centre.

Action: RC/LW to contact Planet security (Nigel) to discuss a staged costing/upgrade plan of centre's security systems to address points (a) to (d) and present findings to the committee at our next meeting.

7.4 Projects:

Rod Cocks advised the following:

1. Painting of hall and maintenance works being undertaken by Lawrie Carr and Mike Rysdyck has now all but been completed for the original designated areas. Thanks to both of them for the works they have undertaken to date.
2. Discussed letter (Refer correspondence -in) from 101 Design Build-pro providing a quote for painting the high level/off the ground works at community centre hall building . Letter provided outlined in summary the two stages with stage (1) \$9,483.00 (Incl GST) being high ceiling areas and then all residual works being stage (2) \$13,030.00 (Incl GST). These areas are considered requiring professional services including access to scissor lifts /specialised equipment.

Committee agreed this is a significant cost and use of our maintenance funds which is required for the whole community centre. It was acknowledged that the hall area is very well used and we have an ongoing need to maintain and where and able required upgrade the facilities. Agreed that works are needed to be done and next stage to be considered is that we now require an additional quote to compare costs/works/timing and continue to discuss at our next meetings.

Action: RC will approach Smithy's Gym as they recently had painting works completed when they relocated and may have a contact to quote on Community centre hall.

3. Pavillion required repairs in ambulant toilet area to hand rails which has now been fixed

4. RC has applied under the community centre chest grants available through COK. No update on outcome of application at this stage but seeking \$5K to go towards dust extraction system. The balance of grant funding for project along with contributions is through Lotterywest grant of circa \$25K. This grant has also been submitted and we expect an outcome during late December early January 2019 .

5. Correspondence- In email 01/11/18 re W4 group (Carol Birchell) .RC advised background and that there were some internal issues within the group that were unable to be resolved. Club had made decision to no longer use their allocated area in Wandi and wind up their current Wandi based group as they have sourced an alternative area available in Stirling for some of their sessions.

6. RC is looking at option to change some of the storage areas around to better suit and consolidate the Woodturners association allocated storage areas which will then release another storage area for expansion of existing clubs or new clubs.

7. Forward in faith group are creating some issues in moving equipment (Chairs) from one area/building to another without returning them back for other facility users. RC has issued an email to make them aware of the impact and clear expectation that they leave the area with all equipment provided ready for next users.

7.5 Social: December meeting is to be on 12th December 2018 at normal starting time of 7.00pm.

This is our Christmas meeting which will be shorter than normal and then if everyone can just bring a plate to share.

January refreshments : Action : KW to bring refreshments/supper

7.6 Landcare: No report

Les Whiddett provided some residual naïve seedlings for planting being a few left over from community plantings

7.7 Website/Facebook: No report.

7.8 Outstanding Lease Agreement : Position remains outstanding and no change to current position.

8. WANDI WARBLER: No report

9. GENERAL BUSINESS

1. Leaders Forum : KW & LW to attend representing WPA Inc and some feedback provided around:

A) Review amount of funding spent on food/drinks for group sessions and whether this could be better spent on activities/support

B) Communication: Lead times provided for events often too short or appears delayed in being issued .Many groups do not meet weekly and opportunity to inform members or attend is often lost. Example grant applications may close before being discussed

C) Community newspaper in Wandi is not distributed and paper based newspaper is often preferred to read notices and to assist in letting the community know what is happening. Issue has been previously raised and an on line version may be available but not preferred by many who elect or can't access it electronically.

D) COK staff members attending community group meetings is irregular and often when they commence their duration is often short or they move on/funding issues changes and any relationship developed is very limited.

2. Outstandig Item : AM raised that we may need to consider a communication officer being appointed to cover warbler and landcare/special event distribution via a database and this was becoming a larger issue. Committee

suggested this should be raised at next meeting when treasurer returns and discuss how we can improve our communication with our local community and groups that operate within this centre.

Action: All committee members to have a think on this issue to be raised at our next meeting.

3. December meeting is to be changed from normal 3rd Wednesday of the month to 12th December 2018 at normal starting time of 7.00pm.

10 NEXT MEETING : December (Changed) to Wednesday 12th December 2018 at 7pm

Meeting closed at 9.10 pm.